	Document Number NSHS-OV-002	Version 01	Effective Date 06 APR 01
	Title Medical Graphic Arts Process		Page 1 of 3
	Process Owner Head, Medical Graphic Arts Department		Approval Authority Director, Visual Information

1. Purpose & Scope

This process defines the method for submission and completion of graphic arts requests within the Visual Information Directorate (VID), Naval School of Health Sciences (NSHS).

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001 NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) NSHS-004 Corrective & Preventive Action, d) SECNAVINST 3104.1, e) OPNAVINST 3104.1 Series, f) OPNAVINST 5290.1 series, g) SECNAVINST 5212.5 series, h) SECNAVINST 5290.1 series, i) BUMEDINST 5290.2 series.

3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **Graphic Arts:** Relates to the design, creation and preparation of two- and three-dimensional visual aid products. It includes charts, graphs, posters, visual materials for television, publications, displays and presentations and exhibits prepared manually, by machine or by computer.
- 3.2 **VI:** Visual Information. Use of one or more of the various visual media with or without sound. VI includes still and motion picture, photography, video recording with or without sound, graphic arts, visual aids, models, displays, visual presentation services, and the support processes.

4. Document Review & Concurrence

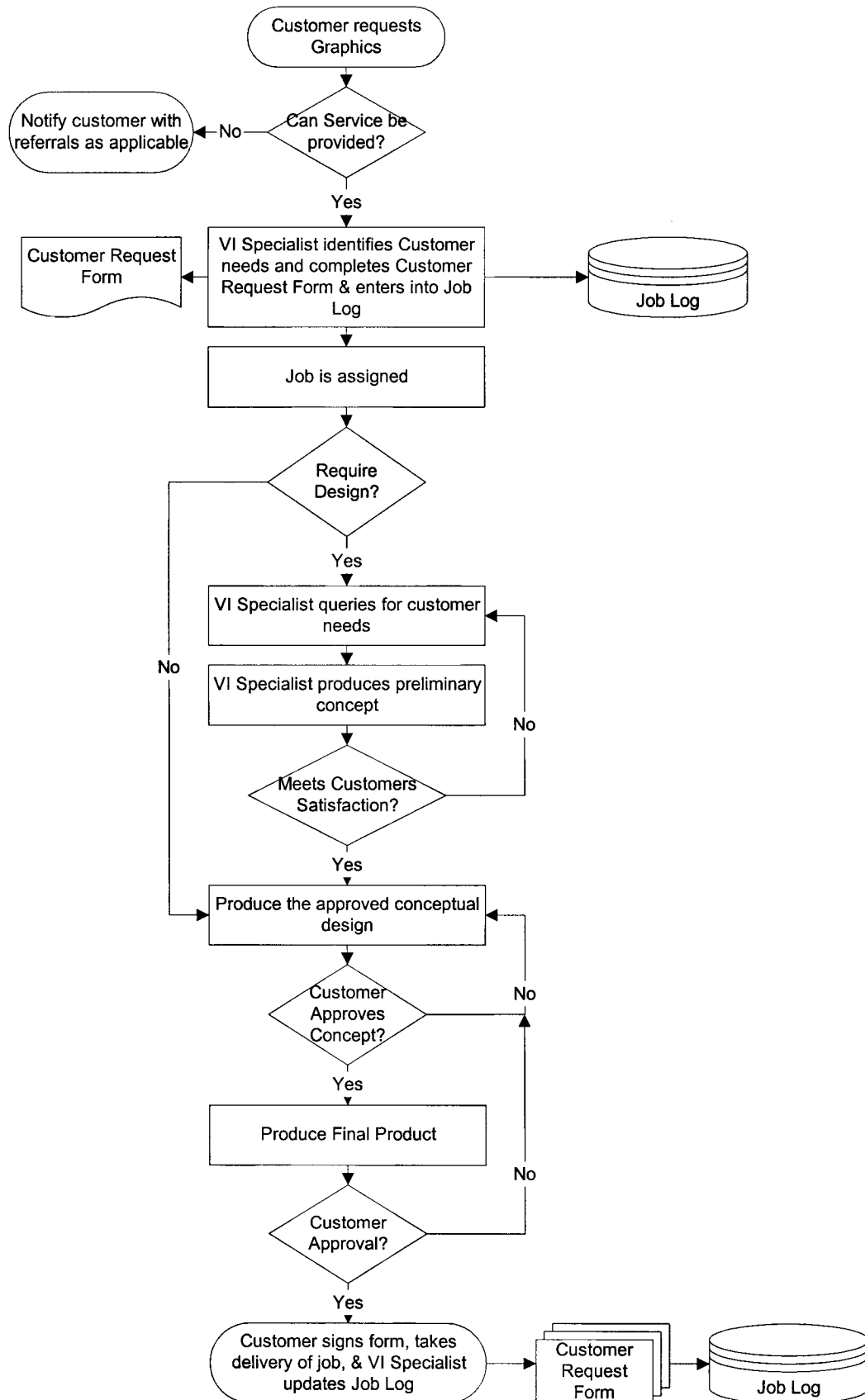
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Head, Medical Graphic Arts Department	OV2 (Process Owner)	Mr. M. Jackson	Director, Visual Information	OV (Approval Authority)	Mr. W. Dumbeck
Team Leader, VI Specialist	OV2	Ms. S. Hobson			

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	06 APR 01

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6. Process Flowchart



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7. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Job Log Database	Head, Medical Graphics Art Department	Database	Unique Number	1 year	Destroy
Graphics Request Form	Head, Medical Graphic Art Department	File cabinet	Unique number	1 year	Destroy

8. Addendum

N/A